NATIONAL ARCHIVES OF INDIA

1978-79

Administration

Staff: The staff strength of the National Archives of India, New Delhi, including that of Regional Offices at Bhopal and Jaipur, as on 31st March 1979, was as under:

Category	Sanctioned Strength	Vacancies	Functional Strength
Group 'A' Class I (Gazetted)	21	4	17
Group 'B' Class II (Gazetted & Non-Gazetted)	106	16	90
Group 'C' (Establishment)	270	46	224
Group 'D' (Establ[illegible]t)	184	36	148
Total	581	102	479

During the period under report Shri B.S.Kalra was appointed as Administrative Officer and S/Shri C.P.Mathur, S.S.Rekhi, Hardev Singh and S.K. Dhanedhar were appointed as Archivists (General).

Budget: During 1978-79, a sum of Rs.36.64 lakhs was spent out of the budget provision of Rs.38.81 lakhs on the non-plan side, and on the plan-side a sum of Rs.19.89 lakhs was spent out of the budget provision of Rs.24.95 lakhs. For 1979-80 a provision of Rs.41 lakhs was made on the non-plan side and Rs.27.50 lakhs on the plan-side.

Projects: During the period under report, this Department submitted to the Government of India, 22 schemes for the development of Archives with a total outlay of Rs.516.65 lakhs (Rs.285.00 lakhs for the capital works) for inclusion in the new medium term plan, 1978-83. Final allocation from the Government in regard to the same is awaited.

Apart from the continuing schemes of the 5th Plan, the Department also included a new plan scheme viz., "Oriental Languages Training Scheme in the National Archives of India" for which a marginal provision of Rs.6,000 was made in the plan budget of National Archives of India for 1979-80. On 1st January, 1979, the Department took over the administrative control of the Pondicherry Archives housing pre-1954 records, and a proposal to develop it into a Record Centre was sent to the Department of Culture which is under the active consideration of the Government of India.

Efforts were also made to finalise arrangements for the establishment of the State Cell of the National Register Scheme at Bhubaneshwar.

Building: The Central Public Works Department invited tenders for the construction of the annexe to the National Archives of India building and after completing their due examination, the construction work is likely to start sometime towards the end of the year.

REFERENCE MEDIA

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared:-

A. Public Records

1. Summary Inventory of Consultations :

Department/Branch	Inclusive Years	Bulk
Foreign (Secret) Department	1799-1811 (Work on volume for the year 1805 was completed, and presently the work on volume for the year 1806 is in hand).	23,026 (Manuscript pages).

2. Subject Lists of Files:

Office of Private Secretary to His Excellency the Viceroy and its successor bodies (Honours Branch Secret).	1940-54 (work is still in progress)	1,378 Files

3. Check Lists:

(i)	Civil Works Irrigation 'A' (PWD)	1914-1923	XXXX

B. Private Papers

1. Subject Lists:

	Collections :	Items
a)	Rajendra Prasad Papers	4581
b)	Dadabhai Naoroji Papers	512
c)	B.D.Chaturvedi Papers	483
d)	P.K. Malaviya Papers	1968

2. Descriptive Listing of Persian Correspondence/Documents

a) 37 letters of the Descriptive List of Persian Correspondence of the year 1804 were checked and verified.

b) Work on Descriptive Listing of Persian Correspondence of the year 1826 was taken up and 145 letters (Receipts) of the same were listed.

c) 277 acquired documents/papers in Persian were descriptively listed.

d) About 87 Rajasthani documents of Haldiya Collection were descriptively listed.

3. Descriptive Docketing:

(a) 600 documents relating to the period of Muhammad Shah were descriptively docketed.

(b) 15,393 documents relating to the reign of Aurangzeb were chronologically arranged.

4. Cataloguing of Seals:

516 seals found on the acquired documents were examined and their preliminary slips were prepared.

RECORD MANAGEMENT

1. Archival Policy Resolution: The fifth report of the Director of Archives on the implementation of Archival Policy Resolution during 1977-78 duly approved by the Department of Culture was printed and copies were forwarded to the Ministries/ Departments/Offices. A circular for the compilation of sixth report of the Director of Archives on Archival Policy Resolution was issued to all Ministries.

In its second meeting held on 9th February, 1979 the inter-Ministerial Working Group which was set up in January 1978, finalised its work regarding staff requirements for the Departmental Record Rooms (Minutes of this meeting are being finalised). Besides, the Department also compiled a draft note for the Cabinet on the Allocation of Business Rules - so that the subject of Record Management should come under the purview of the Department of Culture and forwarded it to the Department of Personnel and Administrative Reforms for approval.

2. Appraisal of Records: The records of the following Departments/Agencies were appraised during the period:

1.	Erstwhile Military Department	1890-96
2.	Bhopal Political Agency	1875-1947
3.	Malwa Political Agency	1875-1947
4.	Central India Agency	1873-1952
5.	Bundelkhand Political Agency	1873-1948
6.	Chattisgarh State Agency	1901-1948
7.	Orissa State Agency	1904-1947
8.	Gwalior Residency	1922-1947
9.	Eastern States Agency	1933-1947
10.	Madras Residency	1873-1937

11.	Baroda Residency	1880-1944
12.	Mysore Residency	1946-1947
13.	Western Kathiawar Agency	1932-1947
14.	Eastern Kathiawar Agency	1906-1944, 1947
15.	Western India States Agency	1913-1940, 1942-47
16.	Cutch Political Agency	1873-1924
17.	Kathiawar Political Agency	1873-1924
18.	Public Works Department	1873-1947
19.	Railway Board	1905-1952

In all 67,665 files and volumes including 8978 files of the Military Department were appraised. Out of which 33.76% files were marked for retention, the remaining 66.24% files were marked for destruction. Similarly 41% files of the Agency records were marked for retention and the remaining 59% files for destruction.

While appraising these records guide-lines given in the following were used: Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1977-Edition), Appendix 13 of General Financial Rules, and also Retention Schedules of Functional Files of the Ministries/Departments concerned prepared by them in consultation with the National Archives of India.

3. Scrutiny of the Retention Schedules: In accordance with para 6 of the Archival Policy Resolution, the Retention Schedules of the following were scrutinised: Ministry of Works and Housing; Departments of Electronics; Coal; and Agriculture; Election Commission; Prime Minister's Office; National Museum; the Cabinet Secretariat; the Land and Development Office and Jawaharlal Nehru University, New Delhi. Revised Retention Schedules with necessary recommendations were forwarded to the concerned organisations for further necessary action.

In this connection, an on-the-spot study of the records of the following Ministries/Departments was also completed: Ministry of Shipping and Transport; Departments of Culture, Food, Parliamentary Affairs, Statistics, Steel, Company Affairs; Indian Council of Agricultural Research and the Office of the Director of Weights and Measures. Reports on their Retention Schedules are being finalised and would be forwarded to the respective organisations in due course.

Retention Schedules were finalised in consultation with concerned offices and by perusing a large number of semi-current and current files and file Registers for the last three years.

4. Framing of Statutory Rules: A background note along with the revised draft of Public Records Bill was forwarded to the Ministry of Law for consideration.

5. Printing of Records: Matter regarding microfilming/ Xeroxing of permanent records instead of printing them is still under consideration.

6. Advisory Work: In accordance with para 12 of Archival Policy Resolution the following Ministries/Departments/ Offices were advised on different problems of Record Management:

Defence; External Affairs; Home Affairs; Departments of Science and Technology; Health; Historical Section of Ministry of Defence; Offices of Krishna Godavary Water Disputes Tribunal; Prime Minister's Office; Union Public Service Commission; and Jawaharlal Nehru University_all in New Delhi; Offices of the Collector of Customs; Textile Commissioner and Central Board of Film Censors_all in Bombay; Gujarat State High Court and Sessions and District Court, Ahmedabad; Controller of Insurance, Simla; Bihar State Archives, Patna; Department of Education, Pondicherry; College of Military Engineering, Poona; Accountant General, Uttar Pradesh, Allahabad; Collector of Customs_and Central Excise, Goa; Archaeological Survey of India, Aurangabad; and Patiala University, Patiala.

Shri M.L. Ahluwalia, Assistant Director of Archives, attended a meeting on 27th April 1978 at Chandigarh for finalisation of common Retention Schedule of Records for Haryana State Government on the lines of Central Government.

Dr. R.K.Perti, Assistant Director of Archives, visited Department of Personnel and Administrative Reforms, New Delhi, to attend the meeting of O & M Officers held on 16th and 17th October, 1978.

In connection with the work of inspection of records of India Supply Mission, Washington the officers of this Department also visited the record rooms of the Ministries of External Affairs and Defence, New Delhi.

Arrangement and Servicing of Records: During the period under review 35,710 files and maps were checked, 32,415 files, volumes, bundles and maps were arranged, 13,250 files were amalgamated, 57,260 requisitions for records were attended to and 56,875 records were restored.

RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 650 scholars availed themselves of the research facilities.

Reference Service: 31 queries on records from Government agencies and 81 search cases on records from private agencies were attended to during the period under review.

PUBLICATION PROGRAMME

Fort William India House Correspondence: Under the Scheme I of the Publication Programme of the Department, Volume XII (Home Public, 1793-95, Honorary Editor, [illegible] Amales Tripathi) in the series was printed and its copies distributed.

The Indian Archives: The copies of Volume XXV No.2 (July-December, 1976) and Volume XXVI Nos. 1-2 (January-December, 1977) were received from the press and distributed.

The typescript for Volume XXVII No. 1 (January-June, 1978) was sent to the press and the compilation of Volume XXVII No.2 (July-December, 1978) was taken up.

Annual Report of the National Archives of India: Printed copies of the Annual Reports of the National Archives of India for the years 1976 and 1977, were received from the press and distributed and compilation of the Annual Report for 1978 was taken up.

National Register of Private Records: During the period Volume IX (1967-68) was brought out in cyclostyle form and distributed. In addition, Volume X was compiled and work on Volumes XI and XII was taken up.

Indian Historical Records Commission: Volume XLV of the proceedings of the Indian Historical Records Commission came out from the press and was distributed.

Regional Records Survey Committee: During the period the Regional Records Survey Committees were reconstituted in Orissa and the Union Territory of Delhi. Besides, an Advisory Committee for "Maharaj Kameshwar Singh Archives" was constituted by the Government of Bihar. The Director of Archives, National Archives of India has been nominated as a member of this Committee. The meetings of the Regional Records Survey Committees of Delhi, Madhya Pradesh, Bihar and Orissa were held on 24th June 1978 & 20th March, 1979; 21st August, 1978; 20th May, 1978; and 28th December, 1978 respectively.

Proceedings of the 7th meeting of the National Register Scheme were prepared and sent to all the State Archives/Regional Records Survey Committees and Union Territories.

CONSERVATION

During the year technical advice for repair and preservation of records, manuscripts etc., was extended to 111 Institutions. Repair and rehabilitation services were extended to Rajasthan Oriental Research Institute, Tonk; Indian Council for Cultural Relations, New Delhi and Bombay University Library etc. In all, assistance was rendered to 20 Institutions.

The Research Laboratory of the Department continued testing of various repair and preservative materials to find out their suitability and use in repair and rehabilitation of archival documents and conservation work. In this connection samples of Nepalese tissue paper received from Vrindaban Research Institute, printing paper received from M/s Mahalaxmi Paper Mart, ledger paper received from copyright office, Ministry of Education and Social Welfare, sample of tissue paper and acetate foil received from the Director General Supply, London, and long-cloth from local market, were tested in the Research Laboratory.

Shri Rajendra Prasad, Scientific Officer, inspected the Record Rooms of the Lok Nayak Jayaprakash Hospital, New Delhi, Takniki Utpadan Directorate, Ministry of Defence, Power Wing, Government of India, Shram Sakti Bhavan, the Library of the Planning Commission, New Delhi ; and Central Secretariat Library, New Delhi, and rendered necessary advice for the proper maintenance and preservation of their records.

Besides interested members of the staff of this Department participated in a seminar organised by the Indian Assocation for the study of Conservation of Cultural Property held at National Museum, New Delhi on 2nd-3rd March, 1979.

Repair and Rehabilitation of Records: During the period 5,668 sheets were flattened, 66,009 sheets were repaired with chiffon and tissue paper, 968 sheets and 2 maps were given minor repairs. Besides, 24,587 sheets were repaired with solvent lamination and 97,233 sheets with machine lamination. 73,599 sheets and 360 Ocs. were guarded and 14,313 items were stitched, while 8,463 items were bound.

Air-cleaning and Fumigation: During the period under report 195 volumes and 1,876 files were air-cleaned and 445 books, 155 bundles and 252 volumes were fumigated.

REPROGRAPHY

Reprographic services were rendered to a number of scholars and Institutions during the period under review. Technical information on reprography was also given to various Libraries, Archives and other Institutions.

The following figures give the total output of the work attended to:

1.	Microfilming	2,49,368 Exposures
2.	Positive Printing	6,585 Metres
3.	Xerox Copies	10,908 Copies
4.	Enlargement Printing	1,548 Copies
5.	Processing	748 rolls and 90 strips films

6.	Checking of films	560 rolls and 90 strips
7.	Rechecking	698 rolls
8.	Restoration of films	1,731 rolls
9.	Indexing of films	560 rolls
10.	Servicing of films	1531 rolls.

TRAINING IN ARCHIVES-KEEPING

Diploma Course in Archives-Keeping: During the period under report, theoretical and practical training of 14 trainees admitted to the Diploma Course in Archives-Keeping in 1977 was completed. For the 1978-79 Session of the Diploma Course a fresh batch of 16 candidates were admitted.

Short Term Training: Under the scheme of certificate course of training for officers of the Central/State Government Departments, two sessions of an eight weeks course in Record Management and three sessions of the course for six weeks in Repair of Records, were conducted. 45 candidates participated in these courses.

Correspondence Course in Archives-Keeping: In pursuance of the Resolution of the Indian Historical Records Commission, the Department introduced, a Correspondance Course in Archives-Keeping for the benefit of the officers of Central and State Government Departments who are engaged in or likely to take up,

record management work in their departments. The first session of this course commenced in August, 1978 and presently 88 candidates are on the roll.

Special Training Course: Special facilities for observation-cum-training in Record Management, Repair of Records and Microfilming, were provided to seven nominees. Among them four were the nominees of the Governments of Malaysia, Tanzania, Guyana and Afghanistan.

CULTURAL EXCHANGE PROGRAMME

During the period under report Cultural Exchange Programmes were finalised with Afghanistan, Belgium, Iran, Iraq, Turkey, Mauritius, the Federal Republic of Germany, and Czechoslovakia, and steps were initiated for their implementation. Shri M.L. Ahluwalia, Assistant Director of Archives, was deputed to USSR and Hungary for a period of one month (November, 17-December, 16, 1978) under the Cultural Exchange Programmes with these countries.

Two microfilm rolls of records of Indian interest from Hungary and three microfilm rolls from Australia were received under the Cultural Exchange Programmes. Two rolls of records of Australian interest were forwarded to the National Library of Australia.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following:

(a) Dr. M. Morsey Abdulliah from Abu Dhabi;

(b) Mr. S. Alousi, Director General of Archives and Dr. Mrs. Albertine Jwaideh; Iraq.

(c) Dr. Sulejman Grozdanic, Director, Arts Faculty and Oriental Institute, Sarajevo,

(d) Dr. Dzaka dr. Becir, Professor, Sarajevo

(e) Miss Lesley A. Hall, India Office Library and Records, London, and

(f) Mr. P.R. Kyndiah, Minister for Industries, Meghalaya.

COMMITTEES AND CONFERENCES

Dr.S.N.Prasad, Director of Archives, attended the meeting of the Executive Committee of South and West Asian Regional Branch of the International Council on Archives (SWARBICA) held at Srinagar from April 6th-10th, 1978. As a special representative of the International Council on Archives Executive Committee, Dr. Prasad attended the 'Colloquium on Oral History' at Penang, Malaysia from May 8th-11th, 1978, and the General Conference of South Asian Regional Branch of the International Council on Archives (SARBICA), on May 12th-13th, 1978. He also attended the 16th Annual Conference of the Institute of Historical Studies held under the auspices of Dibrugarh University from October 25th-28th, 1978 and the "Seminar on Indo-Portuguese History" held at Panaji (Goa) from November 27th-30th, 1978 under the auspices of the Heras Institute of Indian History and Culture, Bombay.

At the invitation of UNESCO, Shri S.A.I. Firmizi, Deputy Director of Archives, attended a meeting of a Consultative Group at Paris on June 1st-2nd 1978 and succeeded in persuading the Group to include"Archives Administration" in the title of the UNESCO periodical, as Archives constitutes an important component of the General Information Programme of the UNESCO.

Dr. R.K.Perti, Assistant Director of Archives, participated in the deliberations of the Regional Records Survey Committee of Madhya Pradesh at Bhopal on August 21st-22nd, 1978.

Dr. N.H. Kulkarnee, Assistant Director of Archives attended the annual meetings of the Committee on Archival Development of the International Council on Archives held at Nairobi (Kenya) from October 7th-13th, 1978. Dr. N.H. Kulkarnee and Shri Ranbir Kishore, Assistant Director of Archives also attended the First General Conference of the South and West Asian Regional Branch of the International Council on Archives (SWARBICA) and other allied meetings at Colombo from January 22nd-29th, 1979. Dr. Kulkarnee and Shri Ranbir Kishore were unanimously re-elected as the Secretary-General and Treasurer respectively of SWARBICA.

Shri Ranbir Kishore, Assistant Director of Archives was deputed to Nairobi to attend a seminar and conduct a "Conservation Workshop" organised by Kenya Archives from November 13th to December 25th, 1978.

TOWARDS FREEDOM PROJECT

The project 'Towards Freedom' covering the period 1937-47 is being implemented jointly by the National Archives of India and the Indian Council of Historical Research. The National Archives of India is concerned with the collection of material from all Government records at the Centre as well as in the States at all levels.

During the period under report, further progress was made in the selection of relevant material. Many series of Public Records and Private Papers in the custody of National Archives of India were examined, and in this connection selections were made from the following:

(a)	Home Department (Public, Police, Jail)	1940-45
(b)	Home Political ...	1943-47
(c)	Political Secret ...	1937-39
(d)	Rajputana Residency Records ...	1937-47
(e)	Central India Agency (Judicial), and General Branches and Malwa State Agency	1937-47
(f)	Crown Representative records of Rajputana Residency,	1938-9 and 1942-45
(g)	Jayakar Papers, ...	1942-47
(h)	Miscellaneous Correspondence ...	1937-47
(i)	History of Freedom Movement Papers ...	1937-46
(j)	Rajendra Prasad Papers ...	1940-41
(k)	Haig Collection ...	1937-39
(l)	Linlithgow Papers ...	1937-39

Records in the custody of Central Ministries and State Archives were also examined and selections were made from the records of the following:

(1)	Ministry of External Affairs	1941-44
(2)	Uttar Pradesh State Archives	1937-47
(3)	Madhya Pradesh State Archives	1937-42
(4)	Rajasthan State Archives	1937-47
(5)	Orissa State Archives	1937-48

About 13,467 pages were typed during the period under report.

GUIDE TO THE RECORDS

Compilation of Part III of the "Guide to the Records in the National Archives of India" was continued. Abstract Lists of the following Departments were prepared:

(a)	Foreign Department	...	91 Branches
(b)	Political Department	...	3 Branches

Write-ups on the records series of 110 Branches of Foreign Department (including its predecessor and successor bodies) and 3 Branches of Political Department were also compiled.

MANUAL OF INDIAN ARCHIVES

Report for the period 1978-79: The second meeting of the Advisory Committee on the Manual of Indian Archives was held on 11th April, 1978 at the National Archives of India, New Delhi.

The comments received from members were placed before the Committee and discussed. The preparation of the final draft has since been taken up.

LIBRARY

During the period under review, 603 books were acquired.

'ARCHIVES WEEK'

In order to inform the public in general about the importance of archives the Department organised an "Archives Week" from the 7th to the 13th August, 1978. Apart from an exhibition entitled 'OUR HERITAGE', an 'Open House' was also organised to enable visitors to see record rooms and the preservation and reprography units. About 3,000 persons, including the Vice-Chairman of the Rajya Sabha, the Minister for Education and Social Welfare and other important dignitaries and a large number of students visited the Exhibition and the 'Open House'

In this connection, it has been decided that the National Archives of India as also other State Archives, would celebrate the International Archives Week from 23rd October to 29th October, 1979. Talks on Radio, TV and the screening of a documentary film on National Archives of India are proposed to be arranged.

यह विभाग हिन्दी भाषी राज्यों से अधिकतर हिन्दी में ही पत्र व्यवहार करने का प्रयत्न कर रहा है परन्तु तकनीकी कार्य होने के कारण अधिकतर अंग्रेजी में ही पत्र व्यवहार होता है । 1978-79 के दौरान हिन्दी में 4272 पत्र प्राप्त हुए जिनमें से 1385 पत्रों का हिन्दी में उत्तर दिया गया और 2887 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई क्यों कि वे केवल सूचनार्थ थे । ऐसे ही 1978-79 के दौरान इस विभाग से 350 पत्र हिन्दी में मूलरूप से भेजे गये । 1978-79 के दौरान इस विभाग ने कार्यालय आदेश, परिपत्र अधिसूचनाएँ 134 द्विभाषी रूप में जारी किए। विभाग में प्रयोग होने वाले 154 फार्मों का द्विभाषी रूप में अनुवाद किया ।

संसदीय राजभाषा उप-समिति ने 8 सितम्बर 1978 को राष्ट्रीय अभिलेखागार व जयपुर में 6 नवम्बर 1978 को इस विभाग का निरीक्षण किया ।

यद्यपि इस विभाग में अनुसंधान कार्य ही मुख्य रूप से किया जाता है फिर भी सरकारी कामकाज में हिन्दी का प्रचार और प्रसार नियमित रूप से हो इसके लिए निदेशक महोदय की अध्यक्षता में राजभाषा कार्यान्वयन समिति की बैठकों में राजभाषा नियम 1976 के विषय पर, हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति पर समीक्षा की जाती है । 1978-79 में राजभाषा कार्यान्वयन समिति की 3 बैठकें हुई जिनको मिलाकर अब तक 37 बैठकें हो चुकी हैं। प्रत्येक शाखा से हिन्दी के प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त की जाती है और फिर उसको समेकित करके संस्कृति विभाग को भेजा जाता है। उसी प्रकार हिन्दी शिक्षण योजना से संबंधित अर्द्ध वार्षिक रिपोर्ट संस्कृति विभाग को भेजी जाती है। राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में चतुर्थ श्रेणी को छोड़कर 330 कर्मचारी हैं जिनमें से 190 कर्मचारियों को हिन्दी में प्रवीण स्तर का ज्ञान प्राप्त है और 124 कर्मचारियों को हिन्दी का कार्यसाधक ज्ञान है। केवल 16 कर्मचारी ऐसे हैं जिनको हिन्दी का प्रशिक्षण देना है। इस विभाग में लगभग 80 प्रतिशत से अधिक अधिकारियों/कर्मचारियों को हिन्दी संबंधी ज्ञान है।

राष्ट्रीय अभिलेखागार सन् 1976 की वार्षिक रिपोर्ट का हिन्दी रूपांतर छप कर आ गया है और सभी स्थानों को वितरित कर दिया गया है। राष्ट्रीय अभिलेखागार सन् 1977 की वार्षिक रिपोर्ट का हिन्दी रूपांतर भारत सरकार मुद्रणालय में भेज दिया गया है।

Jaipur Record Centre Jaipur (National Archives of India)

Administration: The Record Centre is headed by the Assistant Director of Archives and to facilitate smooth functioning the work has been divided into four divisions viz. Record Management; Preservation, Reprography and Administration.

Budget: During the period under report provision of Rs.2,99,000 was made on the plan side against which a sum of Rs.2,22,910 was spent. For 1979-80, a budget provision of Rs.3,18,000 has been made on the plan side.

Building: The Record Centre is presently located in a rented building.

Research and Reference: 15 records were requisitioned by the Government agencies.

Reference Media: During the period the descriptive list of records of Tariff Commission, Hindustan Salt Ltd., Jaipur and Salt Commissioner's Office, Jaipur, were prepared. Besides, title list of 441 Census reports acquired from Census Department, Government of India, Jaipur, was also completed.

Record Management: Besides completing arrangement of 3,839 files of the Tariff Commission, the Record Centre acquired and also arranged 1482 files of Salt Commissioner's Office, Jaipur (1908-1969) and 1049 files of M/s Hindustan Salt Ltd. Jaipur (1939-69). The arrangement of 28,201 files acquired from Controller of Insurance, Simla (1874-1974) was continued.

To assess the records of the erstwhile states presently lying with the office of the Accountant General, Jaipur, and with a view to their final transfer to the Record Centre, a team of Department Officers xxxx visited the Office of the Accountant General, Jaipur, to inspect their record holdings.

Preservation of Records: During the period under review the following work regarding preservation was attended to:

Flattening	478611	Sheets
Removal of patches	617	"
Ordinary repairs	12381	"
Full Pasting	2495	"
Gathering/Guarding	35378	"
Tissue Repair	158	"
Stitching	562	Files
Stitching of Juges	1401	Gathers
Paste-Sares CMC	324	Mardays
Binding	97	Volumes and 29 Books
Hand Lamination	519	Sheets.

Photo-Duplication: Only recently a microfilm Camera was installed at the record Centre, as such, no work in this regard could be taken up during the period under review.

Library: Efforts are being made to establish a small library to cater to the needs of research scholars.

National Archives of India, Bhopal

Administration: The Regional Office of the National Archives of India is headed by the Keeper of Records. At present it comprises a Record Section dealing with records management, research, publicity, library and arrangement of records in the custody of this office, and a Preservation Section dealing with general preservation of records by scientific methods.

Budget: During 1978-79 a sum of Rs.2,33,339 was spent out of the budget provision of Rs.2,90,000 on the non-plan side and a sum of Rs.77,647.55 was spent out of the budget provision of Rs.87,000 on the plan side. For 1979-80 a sum of Rs.3,01,000 is provided on the non-plan side, while a sum of Rs.1,19,000 is provided on the plan side.

Building: The Regional Office, National Archives of India, Bhopal has its own building.

Record Management: A total number of 6,254 files of Government of India; Home Department were examined and arranged chronologically. No retention schedule is being followed while reviewing the records.

Research and Reference: During the period, two scholars availed themselves of the research facilities. 5 records by Government agencies and 118 records by research scholars were requisitioned. 5 queries on records from private agencies were also attended to.

Publications: During the period under report work on Volume V of the Descriptive Lists of Mutiny Papers having been completed, the typescript was forwarded to the National Archives of India for their scrutiny and approval, while work on Volumes VI, VII and VIII was continued.

Reference Media: Besides completing the subject listing listing of 3,608 files of various Departments of Government of India, Check List of 2,646 files of various branches of Home Department was also prepared and the same were arranged chronologically.

Preservation of Records: During the period, 44,698 sheets and 35 maps were flattened and 17,603 sheets were repaired with tissue paper, chiffon and acetate foil. Besides, 3 maps were repaired with chiffon and 40,217 sheets were guarded, 245 volumes, 154 maps, 15 registers and 19 file pads were bound, and 1,191 volumes and 394 bundles were fumigated.

Photo-Duplication: The Department does not have a Microfilming Unit.

Other significant developments since the close of Financial Year.

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Distinguished members of the Commission would be happy to learn that the foundation stone of the National Archives of India Annexe was laid by Dr. Karan Singh, Union Minister for Education, Social Welfare and Culture on 27th September, 1979 and on the occasion "Guide to the Records in the National Archives of India Part III (1756-1954)" was also released.

On the recommendation of the U.P.S.C. the Department of Culture, Government of India, appointed Shri S.A.I.Tirmizi as Director of Archives. Shri Tirmizi took over charge from Dr.S.N.Prasad on 1st October, 1979.

National Archives of India has opened an archival cell at Bhubaneswar for survey of private papers of historical importance.

The Government of India has sanctioned 18 posts for the National Archives of India Record Centre, Pondicherry which started functioning w.e.f. 1st January, 1979.

International Archives Week: As per the recommendations of the Executive Committee of the International Council on Archives and also in pursuance of Resolution No. V passed at the 30th meeting of National Committee of Archivists the Department celebrated the International Archives Week from 23rd-29th October, 1979. The Week was inaugurated by Justice M. Hidyatullah, Vice-President of India and a commemorative postage stamp was released on the occasion. An exhibition entitled 'Archives and the Child'

displaying original documents and photographs was also organised. Inaugurated by Smt. Rashida Haque Chowdhury, Minister of State for Education, the exhibition was visited by over 3,000 people. On this occasion two publications viz., 'Archives in India' and 'Guide to the Microfilms from abroad' were brought out.

Another exhibition entitled "Sarojini Naidu - Poet and Patriot" was organised by the department in connection with the Sarojini Naidu birth Centenary Year celebrations. On the occasion, a symposium on 'Sarojini Naidu Facets of her Personality' was also organised.

Committees and Conferences: Dr. S.N. Prasad, Director, National Archives of India attended the meeting of the Bureau of the International Council on Archives held at London from 2nd-8th April, 1979.

(ii) Dr. N.H.Kulkarnee, Assistant Director, National Archives of India was invited to attend a 'Consultation on Development of a Record and Archives Management Programme' in Paris, sponsored by UNESCO from 14th-16th May, 1979.

(iii) Dr. S.N.Prasad, Director, National Archives of India, and Dr. N.H.Kulkarnee, Assistant Director, National Archives of India attended a seminar on "Strategies for Archival Development in the Third World" organised jointly by the German Commission for UNESCO and International Council on Archives held in West Berlin from 11th-16th June, 1979.

(iv) Shri S.A.I.Tirmizi then Deputy Director of Archives and Dr. N.H. Kulkarnee, Assistant Director of Archives attended a meeting of the Co-ordination Committee of the "Guide to the Sources on the History of Nations" held at Kuala Lampur from 2nd-6th July, 1979. Shri Tirmizi, was elected Vice-Chairman of the Bureau for the Planning Meeting of the "Guide to the Sources on History of Asia".

(v) Shri S.A.I.Tirmizi, Director of Archives, attended the meeting of experts on 'Harmonization of Archival Training Techniques' sponsored by UNESCO from 26th-30th November, 1979 held at Paris. Shri Tirmizi was elected Chairman of the Committee and at his instance the Committee agreed to recommend the reinforcing and upgrading of the Archival Training Institute at New Delhi as a Regional Training Centre for South Asia. As a follow up measure Dr. Frank Evans, Programme Specialist from the UNESCO visited the Department in February, 1980.

(vi) The Executive Committee of the International Council on Archives Co-opted Shri S.A.I.Tirmizi the Director of Archives as one of its members for 1980.

(vii) Dr. Joseph Kanyar, Director, Somogy County Archives, Hungary also visited the National Archives of India in February, 1980.under the Indo-Hungarian Cultural Exchange Programme

(viii) Under Indo-F.R.G. Cultural Exchange Programme Dr. R.K. Perti, Assistant Director of Archives visited the Federal Republic of Germany for two weeks in September, 1979.